Fall Semester 2018 Planning

**Planning Form – RETURN THIS FORM FOR EACH COURSE YOU PROPOSE**

**Due June 14, 2018**

By submitting a proposal, you are stating that you are willing to follow the rules and procedures mandated by the New Jersey Division of Fire Safety and that the material you are proposing to teach is adequate to provide **5 full hours** of instruction regardless of the number of students in attendance or the level of class participation. Please note, in order to be sure that you have enough course material, you may need to prepare for 6 or more hours of teaching. Also you are stating that you are willing to travel throughout the state of New Jersey to teach at any of our facilities.

1. **Course Title:**
2. **Please state your fee:**
3. **Length of class if less than five hours:**
4. **State your dates:**

The dates for the fall semester are **Sept 24 – Dec 15, 2018**. Due to holidays, please **DO NOT** include the following dates: **October 6, 8, November 6, 12, 22, 23, or 24**.